

Hall of Records  
Commission

## REQUIREMENT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE  
NO.

425

PAGE  
NO.

1 (of 3)

## 1. Requesting Agency

SUPREME BENCH OF BALTIMORE CITY

## 2. Division or Bureau of Requesting Agency

Medical Service of the Supreme Bench

## 3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.						
1	<p><b>MEDICAL CASE FILES</b></p> <p>Quantity: 61 file drawers; 1 drawer folded papers, 1920-30            Size: Letter size            Dates: 1920...            File Arrangement: By case number (Prior to 1930, alphabetical by name)            Index: Card index by name and type of offense (Item 2)</p> <p>The Medical Case File contains all or some of the following papers prepared at the request of the Courts of Baltimore City:</p> <table border="0"> <tr> <td>Findings (reports)</td> <td>Psychological &amp; psychiatric reports</td> </tr> <tr> <td>Pencil notes and memoranda</td> <td>Social and case workers' notes</td> </tr> <tr> <td>State's Attorney's briefs</td> <td>Correspondence &amp; reports from other institutions</td> </tr> </table> <p>The Medical Officer is appointed by the Supreme Bench of Baltimore City under authority of legislation passed in 1920 (Code of Public Local Laws of Maryland, 1930 ed., Sec. 381A).</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	Findings (reports)	Psychological & psychiatric reports	Pencil notes and memoranda	Social and case workers' notes	State's Attorney's briefs	Correspondence & reports from other institutions	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
Findings (reports)	Psychological & psychiatric reports							
Pencil notes and memoranda	Social and case workers' notes							
State's Attorney's briefs	Correspondence & reports from other institutions							
2	<p><b>CARD INDEXES TO THE MEDICAL CASE FILE</b></p> <p>Quantity: 17 card file drawers            Size: Old records: 4 card drawers, 5" x 8". Since 1930, 9 card drawers, 5" x 8"; 4 drawers, 3" x 5" cards, filed by type of offense            Dates: 1920...</p> <p>These indexes to the Medical Case File (Item 1) are arranged by (1) name of defendant, and (2) type of offense, giving the name and medical case number, the age, sex, and color of the defendant, the charge, the referral, the time of examination (pre-indictment, pre-</p>	(continued)						

## 7. Agency, Division or Bureau Representative

*George D. Weiss*  
Signature

*Administrative Asst.*  
Title

*Sept. 9 1964*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*9/9/64*  
Date

*Morris S. Vadoff*  
Archivist

Date

*Leahman H. H. H.*  
Secretary

REST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
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4. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

(cont.) trial, pre-sentence, post-sentence), where examined and the date, names of the psychologist and psychiatrist, the diagnosis and disposition of the case, with a space for remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

3 GENERAL CORRESPONDENCE

Quantity: 5 file drawers

Size: Legal and letter-size

Dates: 1945...

This file is composed of memoranda and correspondence with State and municipal agencies, associations and organizations, and with private persons, which are not filed with the Medical Case Files. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION